195 39-40 **File No.** 3472/36-I

B CLASS

P.W DEPARTMENT
E BRANCH

Subject:— Govt. Servants
Training of illiterate —

B[K]— 1[illegible]

File No. 3472/36 — I — E.B.

ltd. Sectt. Slip. 91 A

G.R., G. D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET

Subject :—

File No. 3472/36 - I

P W DEPT.

E BRANCH.

References :—

~~Separated from the main file [M].~~

original file is sent to Maharashtra.

Date.	To whom sent.	Notes and instructions.

Adult Education Committee's Recommendation No.13

Training of illiterates in Government Service

The Adult Education Committee states on page 8 of its report that -

"Government should also take the lead and strive to make their own employees literate within one year." Government should definitely lay down that there shall be no employee in Government Service by 1st January 1940, who does not know reading, writing and simple figures and following measures should be adopted to successfully carry out this resolution:-

1. Get a list of illiterate employees in each and every office of Government (Name, age, monther-tongue, headquarters, salary, hours of duty).

2. Get a list of educated employees of each office who are willing and enthusiastic enough to assist in educating the illiterates serving in their office or under them.

3. Supply literature and equipment necessary for reaching illiterate employees (cost would not exceed annas eight per head on an average). It is possible to improv improvise equipment from local resources where there is will and eagerness to teach and learn.

4. Facilities in the form of permission to attend ~~each~~ class daily for not more than 45 minutes during stipulated office hours during 1939.

5. Definite policy of not employing any illiterate in Government Service of any menial grade.

The lists required under 1 and 2 should be obtained before the end of November 1938. ~~The lists requ~~ Provision should be made in the next year's budget for training of these employees at the rate of Rupees two per head on the assumption that educated employees will voluntarily come forward and educate their illiterate brethern serving with them or under them. Work should be started in Janury 1939 and

and quarterly progress reports should be called from every office and examined.

If Government accepts this policy and programme, the details may be worked out and looked after by the Board through its local committees or representatives.

(Signed)

Chairman,
Provincial Board of Adult Education.

No.2512/34-D.

POLITICAL AND SERVICES DEPARTMENT.

Bombay Castle, 20th December 1938.

Forwarded with compliments to:-

The Secretary to the Governor,

The Secretary, Bombay-Sind Public Service Commission.

All Departments of the Secretariat,

All Heads of Departments and all Heads of Offices Under the several Departments, of the Secretariat,

The Accountant General, Bombay, for necessary action so far as they are respectively concerned.

2. Recommendation No.13 of the Adult Education Committee is brought to the notice of all Heads of Offices with a request that measures 1 to 4 suggested by the Provincial Board for Adult Education should be given effect to as soon as possible and quarterly reports of the progress made in the direction indicated made to Government in the administrative Departments. The cost involved will, it is believed, not be heavy and it is presumed that Heads of Offices will be able to meet it from the grants at their disposal and that no special budget provision will be required If, however, the cost cannot be so met, an application for the additional provision needed should be made to the administrative department concerned but no avoidable expenditure should be incurred.

3. As regards suggestion No.5, the necessary amendment is being made in the Bombay Civil Services Classification and Recruitment Rules.

By order of the Governor of Bombay
Sd Id. 4.1.36.
V.H. VACHHRAJANI
For Chief Secretary to the Government of Bombay,
Political and Services Department.

No.2512/34-D.
Political and Services Department,
Bombay Castle, 13th April '39

Subject:- Adult Education Committee's Recommendation No.13: Training of illiterates in Government Service.

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MEMORANDUM.

With reference to this Department's memorandum No.2512/34-BE dated the 20th December 1938, the undermentioned Departments of the Secretariat are informed that the Chief Secretary has, in consultation with the other Secretaries, decided that for educating the illiterates in the Secretariat Departments, joint classes should be held. The classes should be held daily except on Sundays and Bank Holidays.

2. These orders do not apply to the Public Works Department and the Political and Services Department. The former will make its own arrangements and there is no illiterate inferior servant in the Political and Services Department.

3. A list showing the illiterates to be educated is appended. Among the illiterates, there are two "bungalow" peons belonging to the Revenue Department. The Department is requested to ensure their attendance in the class. If feasible, both of them might be exchanged for literate peons so as to facilitate their regular attendance. There is also one peon belonging to the Legal Department whose mother tongue is Konkani. The Legal Department is requested to persuade him to learn Marathi. If the peon is not agreeable to take lessons in Marathi, he should be left out of the compaign, as there is no volunteer to teach the Konkani Language. Morever, Konkani is not a recognised regional language.

A list showing the literate members of the Secretariat staff who have volunteerd to teach the illiterates and who are e

teach the illiterates and who are considered suitable for this work is also appended.

4. To begin with, the classes should be held in the open in some convenient corner of the Secretariat Compound.

5. The Departments are requested to give necessary ~~facilities to the illiterates and the willing~~ facilities to the illiterates and the willing literates, so that the classes may be held regularly every day. So far as the illiterates who will move with Government to Poona are concerned, necessary arrangements for continuing their training at Poona should be made by the Departments to whom the migrating illiterates belong.

6. The Assistant Secretary, Separate Department, should settle in consultation with the Educational ~~Inspecto~~ Inspector, Bombay Division, the course and books to be prescribed for the Marathi, Urdu and Hindustrani section and the equipment to be provided for running the classes. He should also settle, in consultation with the Assistant Secretaries of the Departments concerned and the members of the Secretariat staff who have volunteered their services, the hours for running the two classes. Each class should be held for one hour; and so far as the Marathi teachers are concerned, their turns should be so arranged as to preserve continuity, preference being given, if feasible, to monthly rotation.

7. The Assistant Secretary, Separate Department, will be responsible for the general supervision of the classes. He should submit fortnightly progress reports to the Chief Secretary. The classes should be commenced as soon as practicable.

8. No furniture for running the classes, except a black board with a stand, need be purchases. The cost of the board and stand should be met from the contingent grant of the Separate Department. Ex-

Expenditure on account of other necessary equipment such as books, exercise books, slates, etc. should also be met from the same grant.

By order of the Governor of Bombay

Sd/-

For Chief Secretary to the Government of Bombay,

Political and Services Department.

To

The Home Department,

The Legal Department,

The Revenue Department,

The General and Educational Departments,

The Finance Department,

The Separate Department,

The Public Works Department (For information),

The Educational Inspector, Bombay Division.

Revenue Department.

The District Registrat, Belgaum, reports that there are in all three peons in the Registration Department in his district and all of them can read and write in one language either in Kannada or Marathi. The District Registrar presumes that as all the peons in his office are literate there is no need of sending quarterly progress reports from his office.

2. According to paragraph 2 of the Political and Services Department memorandum No.2512/34-D, dated 20th December 1938 the Heads of Offices are required to submit to Government quarterly reports of the progress made in the work of educating the ~~il~~illiterate inferior Government servants in their offices. It appears that the intention is that the quarterly progress report is required to be submitted only by the officers in whose office there are illiterate peons. The Political and Services Department may however be requested u.o. to state whether the above view is correct and if so to consider the question whether it is not desirable to issue further instructions to all officers on the point.

Id.
1/3-4-39.

Id.V.S(hankar)
4.4.39

U.S.

U.O.R. to P & S.D., dated the 4th April 1939.

Political and Services Department.

The view that no reports need be made by Heads of Offices who have no illiterates to train, is reasonable and may be agreed to.

It seems inadvisable to issue any rider to that effort, as there exists some risk of Government being kept in the dark about the extent of literacy in the existing inferior staff in the various offices. One report is necessary in all cases and the officers who

who have no illiterate in their staff may discontinue subsequent quarterly reports. Those who stop reporting under such ~~ci~~ circumstances may not be reminded, while those wo ask for orders, as in the two cases under disposal, may be told that further reports are not required.

Copies of the Revenue Department and Political and Services Department notes may be forwarded to the other Departments for information.

Id.
C.K.M.
6.4.39 .

D.S. Id. V.H.V(achhrajani)

8/4

C.S Id. J.W.S(myth)

10/4/39.

Below copy of notes recorded in Revenue Department and Political and Services Department regarding the question whether quarterly reports called for by Political and Services Department memorandum No.2512/34D, dated the 20th December 1938 should be submitted by officers who have no illiterate inferior servant in their staff.

No, 2512/34-D

Political and Services Department

Bombay Castle, 13th April 1939

Forwarded with compliments to the Departments of the Secretariat for information.

By order of the Governor of Bombay

sd/-

For Chief Secretary to the Government of Bombay,
Political and Services Department.

Below a copy of note dated the 25th April 1939.

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Separate Department.

Bombay Castle, 26th April, 1939.

IMMEDIATE.

For warded for information to -

(1) All Departments of the Secretariat (except the Public Works Department), and

(2) volunteer teachers (vide list attached)

By order of the Governor of Bombay,

Sd/-

Assistant Secretary to the Government of Bombay,

Separate Department.

Separate Department.

Please see the reports of the meeting of the Assistant Secretaries and volunteer teachers and of the volunteer teachers at pages 43 and 53 ante. Dealing with the two together, the following suggestions are made for approval:-

(i) Two classes should be held - one for peons and one for hamals;

(ii) The peons' class will contain Marathi and Urdu (including Hindustani) sections, the respective numbers for each section being 23 and 3; (iii) The hamals' class will be wholly Marathi; (iv) The three Urdue peions may, if Mr. Kadri and his companion volunteer Mr. Mahamadali Tayaballi (noth from Finance Department) so desire, be required to sit separately from the Marathi peons at such place as may be indicated by the two Urdu volunteers who should arrange to teach the three peons for one hour daily from 2 P.M. to 3 P.M.;

(v) The two Marathi classes will be held separately each being held for one hour daily - the peons' class from 2 P.M. to 3 P.M. and the hamals' class from 2-30 P.M. to 3-30 P.M. or if the Separate accommodation be not available from 3 p.m. to 4 p.m.;

(vi) The Marathi classes should be taken by the same volunteers for one month at a stretch i.e. the system of monthly rotation will be followed. The following tentative list of turns is drawn up:-

1939	Peons' class.	Hamals' Class.
May	Mr. P.K. Namjoshi (F.D.)	Mr. N.D.Parab (F.D.
June	Mr. P.S.Bendre (F.D.	Mr. D.C. Gurjar ((F.D.)
July	Mr. K.N.goray (H.D.)	Mr.D.J.Amberkar (H.D.)
August	Mr. V.B. Jagtap(F.D.)	Mr. Y.S. Redkar (F.D.)
September	Mr.K.G.Karkhanis (L.D.)	Mr.D.R.Pradhan (L.D.)
October	Mr.S.V.Deshpane (L.D.)	Mr.V.R.Dighe (L.D.)
November	Mr.K.M.Chitnavis(L.D.)	Mr.M.A.Dhotre (L.D.)
December	Mr.S.W.Dhurandhar (LD.)	Mr.P.K.Namjoshi (F.D)

Mr. Namjoshi has been placed twice, as there is not enough number for the double shift.

(vii) Similarly the two Urdu volunteers should teach ~~their pupils~~ their pupils by monthly turns;

(viii) All the classes should begin from the 1st May 1939: the Departments concerned and the volunteers may be informed accordingly.

(ix) The Separate Department should suggest in consultation with Messrs. Namjoshi, Parab and Kadri (all from F.D.) the convenient shady corner in the compound of the Secretariat for running the classes in the afternoon; if possible, the accommodation adequate for running the peons' and hamals' classes side by side may be indicated by the Separate Department.

The lawn next to the Red Bungalow seems the most suitable.

Id.
JCB(olton)

(x)

(x) The Marathi books suggested by the Education Inspector, Bombay Division and approved by the volunteers at their meeting on the 22nd April, namely,

(1) Mazen Pustak by Modak and Dongre;

(2) Navin Shikanyakaritan Vachanacha Arambh by Karkhanis;

and

the Urdu books recommended by Mr. Kadri, namely, "Hamara Urdu Qaida, Parts I and II", may be approved

(xi) The illiterates should be taught the three Rs. that is to say, reading writing and simple figures (1-100 and the first ten tables?);

(xii) The following number of copies of the Marathi and Urdu books may be pruchased:-

(a) Marathi - 45 copies of each book;

(b) Urdu - 5 copies of each Part.

(xiii) As regards equipment, the articles mentioned in paragraph 3 of the volunteers' report (p.55) may

A carpet is available in the godown. Chairs can be taken down from the offices in which the teachers work, by one of the peons from their respective departments the class.

(JCBolton)

report (p.55) may be purchases; only one black board may be purchased immediately, while the number of wooden planks painted with black Japan may be 40: The Educational Inspector, Bombay Division, may be requested by the Separate Department to arrange for the supply of these wooden articles at the cost of the Separate Department. The other articles may be purchased by the Separate Department itself;

(xiv) The Separate Department should make all necessary arrangements for running the classes from the 1st May 1939 without fail;

(xv) A copy of this note may be forwarded to the Departments and volunteers so that the Departments may ask their respective illiterate inferior servant to attend the classes at the centre selected by the Separate Department and at the hours fixed for the classes; while the volunteers may begin their turns as indicated above.

(xvi) After the classes have begun, a report should be made by the Head Clerk, Separate Department, to his Assistant Secretary to enable the latter to make a report to the Chief Secretary.

Id. CKM.25/4/39

A.S., S.D. id. J.C(haves) 25.4.39

D.S., S.D.) id. J.C.B(olton) 26.4.39
)

D.S., P.& SD) Id. V.H.V(achhrajani) 26/4

for information.

Statement showing the members of the Secretariat who are willing to teach the illiterate inferior servants.

No.	Name	Department to which he belongs.	Language
1.	Mr. K.N.Goray	Home Department	Marathi
2.	Mr. D.J.Amberkar	do	"
3.	Mr. P.S.Bendre	Finance Department	"
4.	Mr. D.C. Gurjar	do	"
5.	Mr. V.B.Jagtap	do	"
6.	Mr. Mr. N.D.Parab	do	"
7.	Mr.S.I.A.Kadri	do	Marathi and Urdu
8.	Mr. P.K.Namjoshi	do	Marathi
9.	Mr. Y.S.Redkar	do	"
10.	Mr. Mohemadali T ayabali	do	Urdue
11.	Mr. K.M. Chitnavis	Legal Department	~~Hindi~~ Marathi
12.	Mr. E.P. Bhamgara	do	Hindi
13.	Mr. K.G.Karkhanis	od	Marathi
14.	Mr. Mr.S.W.Dhurandhar	do	"
15.	Mr. Mr. M.A. Dhotre	do	"
16.	Mr. S.V. Deshpande	do	"
18.	Mr. V.R. Dighe	do	"

Quarterly reports on the progress made in the literacy campaign.

GOVERNMENT OF BOMBAY.

PUBLIC WORKS DEPARTMENT.

Bombay Castle, 12th September 1939.

GOVERNMENT CIRCULAR MEMORANDUM.

In the quarterly reports submitted by the local officers on the progress made in the literacy campaign in pursuanceof Government Memorandum (Political and Services Department) No.2512-34-D, dated the 20th December 1938, some points were raised by the local officers, and are dealt with in the following sub-paragraphs:-

(a) Age limit to be fixed so as to exempt persons advanced in age- The literacy campaign is essentially voluntary. There is therefore no question of applying compulsion to illiterate inferior servants in the matter of receiving instructions. Under the first proviso to sub-rule (2) of rule 142 in Appendix D to the Bombay Civil Services Classification and Recruitment Rules, vide Government Notification, Political and Services Department, No.2512/34, dated the 25th January 1939, it has been laid down that the claims for promotion of an inferior servant after he is 40 years of age, even though he may be illiterate, should not be prejudiced. The question of exempting any inferior servant on account of his advanced age from the scheme or of inflicting any punishment on him for his refusal to receive instructions does not therefore arise. Efforts should however be made to induce the illiterates to receive instruction and to persuade the clerks, wherever possible, to help in the removal of illiteracy.

(b) Arrangements in respect of inferior servants stationed at out of way places to receive instructions- The orders of Government should be carried out wherever facilities exist and can be provided without extra cost

(c) At certain places there are no facilities to tea -ch the inferior servants in their mother tongue.- At places where there are no facilities to teach the in- ferior servants in their mother tongues arrangements should be made to impart instructions in the regional language if the parties concerned so desire.

2. The next consolidated report should be submitted by the Superintending Engineers, etc., so as to reach Government bu the 1st November 1939.

By order of the Governor of Bombay,

Sd/-

(R.H. HAMMETT)

Deputy Secretary to Government.

G.C.M.No. 3472/36, P.W.D. , dated the 12th September 1939.

To

The Political and Services Department

All the Superintending Engineers of Circles,

The Electrical Engineer to Government,

The Consultaing Public Health Engineer to Government

All Executive Engineers of Divisions.

No. of 1939

Copybforwarded for information and guidance to

3472/36
381

No.3472/36 E.
P.W.D.
B.C. 12th Jany.1940.

Memo.

Quarterly reports on the Programme made in the literacy campaign.

With ref. to the reports recd. from the local officers in response to para 2 of G.C.M.No.3472/36, dated the 12th Sept. 1939, the S.Es. of Circles & the C.P.H.E. to Govt. are requested, with ~~compliments~~ complaints, to see that efforts in the direction of stamping out illiteracy are not relaxed. The next consolidated report should be submitted by them so as to reach Govt. by the 1.4.40.

By order of the G. of B.

Copy, with compliments, to the El. Eng. to Govt. for information.

Id.
10.1.40.

3472/36
8528

No.3472/36-E

P.W.D.

B.C., 19th April '40.

Memo.

Quarterly reports on the progress made in the literacy compagin..

With ref. to the reports recd. from the local officers in response to G.M. No.3472/36-E, dated the 12.1.40, the S.Es. of circles are informed, with compliments, that the next consolidated report should be submitted so as to reach Govt. by the 1.7.40.

By order of the G. of B.

Copy to the El. Engr. to Govt. and the C.P.H.E. to Govt. for information.

Id.

18.4.40

Id.
18/4

INPigot
24/4/56